

NOVEMBER 20, 2021

**LOUISIANA ETHICS ADMINISTRATION PROGRAM
P.O Box 4368
Baton Rouge, LA 70821**

RE: Request for Advisory Opinion

To Whom It May Concern:

I am currently an employee of the Office of Technology Services (OTS) within the Division of Administration as an Information Technology Deputy Director 2 TS-318 - Agency Relationship Manager (ARM). The Statewide CIO heads OTS, and my position is not a Department head. Within OTS is the Agency Relationship Management (ARM) Section, which is head by the ARM Director who reports to the Deputy CIO. I work in the ARM section and report to the person holding the ARM Director position. I have no one reporting to me.

With the establishment of OTS, all Information Technology (IT) functions and responsibilities were removed from the individual agencies in the Executive branch and transferred to OTS. The procurement of IT goods, services, and all IT functions are now the responsibility of OTS.

I formerly worked for Department of Public Safety (DPS) for approximately 25 years. With the establishment of OTS, I had to transfer to OTS on June 23, 2014. My duties within OTS initially included assisting Executive branch agencies under the umbrella of OTS with the transition of IT services, procurement of IT goods and services and overall IT project support. Since February 2019, I became the OTS ARM (Agency Relationship Manager), exclusively for the following four (4) State Agencies (Department of Public Safety (DPS), Governor's Office of Homeland Security (GOHSEP), Louisiana Alcohol and Tobacco Control (ATC), and Office of the Inspector General (OIG).

I currently assist these four agencies through performing the following duties:

- **Established a healthy relationship and communication between OTS and the 4 large State agencies, (DPS, GOHSEP, ATC, and OSIG.).**
- **Apprise OTS and State Agency executive management of ongoing projects and initiatives, generated business status reports and dashboards for executive staff meetings.**
- **Used Business Relationship Management (BRM) concepts and strategies to liaise with OTS IT and the agencies.**
- **Successfully negotiated new and renewal contracts with multiple vendors, which reduced costs and improved service efficiencies.**
- **Advised customer agencies on computer lease agreements and data migration to Line of Service initiatives.**
- **Worked with OTS to develop emergency response processes for GOHSEP, DPS, and ATC during critical Emergency standups.**
- **Initiated OTSNOC incident calls and assisted in resolving critical IT applications, networking, and data center issues.**

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- Facilitated application modernization efforts to update various business platforms and datacenters for GOHSEP, DPS, and ATC.
- Developed, prepare specifications and evaluation criteria, submitted, reviewed, and oversees Invitations to Bid, Request for Proposals, Professional Service contracts, Statement of Works, Federal Grant Applications, etc.
- Represented the Office of Technology Services at meetings, Procurement Support Team meetings with State Purchasing, and the Office of Contractual Review.
- Scheduled and approved downtime requests for hardware and software upgrade and maintenance.
- Updated the Business Impact Analysis (BIA) for active DPS, ATC, GOHSEP, and OIG applications
- Collaborated with DPS finance leadership and other team members to generate DPS hardware inventory and upgrade DPS, GOHSEP, ATC, OIG outdated desktop, storage, and server infrastructure.
- Worked closely with DPS finance leadership to review and approve OTS invoices, budgeting requests, and monthly operating costs.

I plan to retire from state service in January/February 2022. There is a potential for returning to perform work the state as an employee of a contractor. Should I return at this time in the near future as a contracted resource, I have the following questions for which I am seeking an opinion in order to avoid any possible ethics violation on my part or the part of the contracting entity.

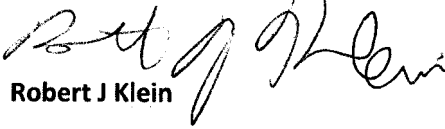
1. As the OTS ARM, I have assisted the following agencies (DPS, GOHSEP, OIG, and ATC), since February of 2019, with Business Relationship Management. As a third party contracted resource contracted to OTS, could I assist these same (4) agencies, with Project Management for various Agency projects. Example – DPS will be starting a Law Enforcement for LSP, which will implement a new e-Citation solution and will require Project Management support. Would I be allowed as an third party contracted resource contracted to OTS, to assist DPS with project management of this e-citation project?
2. Using the same information as in item #1 above, could I assist an agency other than the (4) (DPS, GOHSEP, OIG, ATC), listed above with Project Management support on a project. Example – Department of Education (DOE) is working on a DOE project and will require Project Management support.
3. Could another agency, DOE, WLF, etc. (whom I have not been employed by), contract for my services, rather than OTS, to assist with Project Management or Procurement.

The advisory opinion on these questions and any other information that would be beneficial to me in this matter may be sent to me at the following address:

Robert J Klein
10659 Sugarpine Drive
Greenwell Springs, LA 70739

If there are any questions or should additional information be needed, feel free to contact me by mail at the above address, via email at Robert.Klein1967@icloud.com, or via Cell phone 225-239-0636

In advance thank you for your consideration of these questions.


Robert J Klein

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